

**GOVERNMENT OF ANDHRA PRADESH
ABSTRACT**

Infrastructure & Investment Department – Right to Information Act 2005
(Central Act No.22 of 2005) – Publication of Information under Section
4(1)(b) of the Right to Information Act, 2005 - Revised Information –
Published – Orders – Issued.

INFRASTRUCTURE & INVESTMENT (OP.2) DEPARTMENT

G.O.(Rt.) No. 114

Dated 23-05-2011.

Read the following:-

1. The Right to Information Act, 2005, (Act No.22 of 2005
Central Act) Published in Gazettee of India (Extraordinary)
vide Notification No.25, dt.21-6-2005.
2. Circular Memo. No.85347/I&PR.II/A1/2005-6, GAD
dated 30-8-2005.

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ORDER :

Whereas, Section 4 (1)(b) of the Right to Information Act, 2005
Central Act No.22 of 2005) casts an obligation on every Public Authority to
publish the revised information on 17 items referred to therein in the said
section.

2. In compliance to the above statutory obligation, the revised information
under section 4 (1)(b) in respect of Infrastructure & Investment Department
is herewith published as noted in the Annexures to this order. The said
information shall be updated once in a year *as per clause 17 of 4(1)(b)*.

3. Copy of this order is available on Internet and can be accessed at address
<http://www.ap.gov.in/goir>.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

**AJAY MISHRA
PRINCIPAL SECRETARY TO GOVERNMENT**

To
All Officers in Infrastructure & Investment Dept.
All Heads of Department / Corporations
under the Admn. control of I & I. Dept.,
The G.A.(GPM & AR) Department.

Copy to
All Sections in the Department.
All Departments of Secretariat,
P.S. to Secretary to C.M.
P.S. to Minister (I&I)
SF/SC

// Forwarded :: By order //

Section Officer

Chapter 1

Introduction

The Right to Information Bill, 2005 was passed by the Houses of Parliament received the assent of the President of India on 15-6-2005 and it was published as Right to Information Act 2005 in the Gazette of India vide No.25 on 21-6-2005 and it has come in to force with effect from 15-6-2005.

As per the Act, each public authority has to fulfill certain obligations before expiry of 100/120 days from the commencement of Act i.e. by 23-9-2005 / 12-10-2005

Section 4 (1) (a) of the Act Casts an obligation on each public authority to maintain records. This Section reads as follows:

“ Maintain all its records duly catalogued and indexed in manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated”

Section 4 (1) (b) of the Act casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act, manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, Civil Society Organizations, Public representatives, Officers and Employees of public authorities including Public Information officers and Asst. Public Information Officer and Appellate Officers etc.

CHAPTER – 2

Organisation, Functions and Duties

{Section 4(1)(b)(i)}

Right to Information Act

The name of the organization is Infrastructure & Investment Department functioning at Secretariat, A.P., Hyderabad. The functions and duties of the department are mentioned as hereunder.

The Infrastructure & Investment Department facilitates and monitors projects being executed within the State, starting from conceptualizing to project delivery . The main objective of the Dept. is to achieve the development and growth objectives of the State by infrastructure facilities. The Department meets its set objectives through the following organizations:

I. A.P. PORT DEPARTMENT:

The main objective of the A. P. Port Department is to provide the required infrastructure facilities at various Ports, necessary for the export and import of various commodities from/to the hinterland of the State. Andhra Pradesh has a coastline of about 1000 Kms. There are a total of 14 Non Major Ports in the

State under the A.P. Port Department in addition to one Major Port at Visakhapatnam i.e. Visakhapatnam Port Trust under the control of Government of India. The non major ports have been divided into three major categories:

1. Ports in Operation: Kakinada Port - Anchorage Port & Deep Water Port S. Yanam Port (Ravva) at East Godavari District, Krishnapatnam Port at Nellore District and Gangavaram Port at Visakha District.

2. Ports under development: Nizampatnam & Vodarevu Ports at Guntur and Prakasam Districts, Machilipatnam Port at Krishna Dist , Meghavaram Port (Captive Jetty) at Visakha District, Kakinada SEZ (captive port) at East Godavari District.

3. Ports yet to be developed: Bhavanapadu Port and Calingapatnam Port at Srikakulam Dist., Bheemunipatnam Port at Visakha Dist., Narsapur Port at West Godavari District.

II. AIRPORTS:

There is no Head of Department or a separate organization to deal with the matter relating to Airports Development. The Secretariat Department (I&I Department) is dealing with this subject at State level.

Government of A.P. with a vision to promote balanced regional development across the State and improve the linkage between the capital and other districts has decided to develop Non-Metro Airports under MoU with AAI. In line with this Government of A.P. has entered into MoUs with Airports Authority of India for up-gradation / Modernization of non – metro airports at Vijayawada, Rajahmundry, Kadapa and Warangal.

As per the MoU, GoAP shall provide additional land required for upgradation / development of these airports free of cost to the Airports Authority of India, besides providing free electricity and water initially for a period of five years commencing from the date of operationalisation of airport exemption from property tax, municipal taxes for the building and staff colonies for a period of 5 years commencing from the date of operationalisation of the airport.

The Airports Authority of India shall bear all capital expenditure on further development, modifications, strengthening and upgradation of Airport.

III. ANDHRA PRADESH AVIATION CORPORATION LIMITED:

A.P. Aviation Corporation Limited (APACL) has been incorporated in the year 2006 under the Companies Act, 1956 for acquisition, operation and maintenance of helicopters/aircrafts for development of aviation sector in Andhra

Pradesh. This Corporation is 100% owned by State Government with a paid up capital of Rs.25.00 lakhs. The main objectives of the Corporation are:

1. To acquire, operate and maintain helicopter/aircrafts.
2. To develop aviation sector in Andhra Pradesh.
3. To act as agent for Govt. of A.P. or Govt. of India or other authorities, local authorities, local bodies statutory or otherwise on execution of works entrusted to it.
4. To promote and run Aviation Training Academy for important training to Pilots, Air Hostess and other aviation supported functions.

IV. Infrastructure Corporation of Andhra Pradesh (INCAP):

Government have created “Infrastructure Corporation of Andhra Pradesh (INCAP)” vide G.O.Ms.No.1 Infrastructure and Investment (IID-I) Department dated 18-05-2005. The main objectives of corporation are identifying, conceptualizing, promoting and advising on infrastructure projects concerning various sectors in the State of Andhra Pradesh.

INCAP has the core strength in structuring of projects with lean and efficient Organization focused on timely delivery. It is the dedicated Organization for Public Private Partnership Projects in the State. Worlds best Consultants across the sectors are empanelled with INCAP. INCAP has strategic tie-ups with International Finance Corporation (IFC) of World Bank Group & Infrastructure Development Finance Corporation (IDFC).

V. The AP Infrastructure Authority (APIA):

A.P. Infrastructure Authority (APIA) is a statutory body constituted under Section 3 of Andhra Pradesh Infrastructure Development Enabling Act (APIDEA), 2001 for the rapid development of physical and social infrastructure in the state and to promote Private Sector Participation in infrastructure projects.

FUNCTIONS OF APIA

- Monitoring of competitive bid processes and enable to approve Bid Documents and risk sharing principles
- To decide on Financial Support & other contingent liabilities for the project
- To prescribe mechanism for user levies & settle disputes relating to the same
- Project prioritization & preparation of Project shelf
- To coordinate and resolve issues relating to Project approval process and to review status of clearances & ensuring accordance within specified time frames
- To approve sectoral policies and model contract principles
- Advise Government or its agency on Projects & give recommendations
- Approval of suo-motto proposals or Projects undertaken through Swiss Challenge.

CHAPTER 3

Powers and Duties of Officers and Employees {Section 4(1)(b)(ii)}

(ii) The powers and duties of officers and employees:

Principal Secretary to Government

Principal Secretary to Government is the official head of the Department. He is responsible for careful observance of the Business Rules and Secretariat Instructions in the transaction of business in the department. He exercises general supervision and control over the staff under him and he is responsible to see that the members of the staff do the work allotted to them efficiently and expeditiously. One Deputy Secretary and three Assistant Secretaries of Government assist the Principal Secretary to Government.

Deputy Secretary to Government:

The Deputy Secretary to Government occupies a position almost identical with that of Secretary to Government in regard to subject allotted to him and can send cases for orders through Principal Secretary to Government. The Principal Secretary to Government remains responsible for the subjects allotted to the Deputy Secretary to Government in the Department.

Assistant Secretaries to Government:

The Assistant Secretaries to Government exercise control over the Sections placed in his/her charge with regard to dispatch of business and in regard to maintaining discipline in the Sections.

Section Officers

The Section officers are In-charge of a Section in the Department. One/two Assistant Section Officers assist him. He is responsible all files relating to the subjects allotted to the Assistant Section Officers under him. He is directly responsible to the officers under whom he works for the efficient and expeditious dispatch of business in all stages in his Section. The Training of the Assistant Section Officers under him is one of his principal functions. He himself under take to deal with the more difficult or important papers. He is not expected to express his views or to suggest what orders should be passed on a case when there is clear precedent or the case is of a routine nature. He should maintain a discipline in his Sections.

Assistant Section Officers:

The main duties of ASOs are to draft and reference the communications properly and deal with the cases relating to his seat in the section efficiently and expeditiously. He maintain Personal Registers, reminder dairy, Call Books, Periodicals and other relevant registers.

Stenographers

The duties of the Stenographers working as Private Secretaries to Principal Secretary/ Secretary to Government are to attend telephone calls and dictation work and any other official work entrusted to them.

Allocation of Job (subjects) among the sections in Infrastructure & Investment Department, Secretariat is as follows;

PORTS SECTION (Director of Ports matters and all Port matters)		
Name	Designation	Subject
Sri Ajay Mishra, IAS	Principal Secretary to Government	
Sri Ch. Venkateswarlu,	Deputy Secretary to Government	
Sri V.Krishna Rao	Assistant Secretary to Government (FAC)	All Port matters and Director of Ports
1. (Ports.I) Section		
Smt. K.Sri Lakshmi	Section Officer (Ports-I)	ASO-I attached
Sri K.Satyanarayana	ASO-I (Ports-I) (FAC)	Vanpic, Machilipatnam, Krishnapatnam Ports & New Ports, Budget, PAC, Audit
2. Section (Ports.II)		
Smt. K. Lakshminarsamamba	Section Officer (Ports-II)	ASO-II attached
Sri K.Satyanarayana	ASO-II (Ports-II)	Gangavaram, Maritime Board, Kakinada Port matters, Budget releases, rates enhancement (including service matters)
3. Section (Airports) AIR PORTS SECTION (All Airports, Natural Gas, Infrastructure Corporation of Andhra Pradesh, A.P.Aviation Corporation Ltd.)		
Sri V.Krishna Rao	Assistant Secretary to Government	All Airport matters and Corporations.
Sri Y.Mallesha	Section Officer	All Airport matters and Corporations.
Smt. V. Adilakshmi	ASO-1	GMR International Airport, Vijayawada, Rajahmundry, Warangal, Visakhapatnam, Kadapa, Ongole, Tirupathi Airports, Budget, PAC, Audit.
Sri P.Lakshminarayana	ASO.2	A.P.ACL, INCAP, Natural Gas, PAC, Audit Matters.
4. Section (OP) O.P. matters and Miscellaneous matters		
Sri S.V. Ram Gopal,	Assistant Secretary to Government	All OP matters, Budget and Miscellaneous
Sri N.V.V. Lakshmaiah,	Section Officer (OP)	All OP Budget and Miscellaneous
Sri G.Sathish Babu	Assistant Section Officer	All OP/Establishment matters including claims.
Sri V.Umamaheswara Rao	Assistant Section Officer	All consolidation matters, Budget, RTI Cases, Assembly matters...etc.

CHAPTER- 4
Procedure Followed in Decision-making Process
{Section 4(1)(b)(iii)}

4. (1)(b)(iii) The procedure followed in the decision making process, including channel of supervision and accountability

The procedure followed in the decision making is common to all Departments including Infrastructure & Investment Department as prescribed in Business Rules and Secretariat Instructions Published by General Administration (Cabinet / IC) Department.

Any representation on paper received in the department is numbered as entered in Personal Register of concerned Asst. Section officer dealing with the subject who in turn submits the file to Section Officer. After his examination file is put up to Asst. Secretary. who in turn puts up to joint Secretary and finally to the Principal Secretary/ Secretary.

In regard to Service matters, the department consults General Administration (Services) Department.

In regard to Legal matters and the matters requires interpretation of law, the Law Department is being consulted.

In regard to matters having financial implications, the Finance Department is being consulted.

CHAPTER 5
Norms set for Discharge of Functions
{Section 4 (1)(b)(iv)}

The norms/ standard set by the department for the discharge of its functions / delivery of services as citizen charter are also defined in both Secretariat Office Manual and Business Rules.

The usual office hours are from 10.30 AM to 5-00 PM

The service delivery time frame for the services rendered by the department is given below;

- | | |
|-------------------------------|---------|
| a. routine matters | 3 days |
| b. other than routine matters | 5 days |
| c. services matters | 10 days |

CHAPTER- 6 & 7
Rules, Regulations, Instructions, Manual and Records, for Discharging Functions
{Section 4(1)(b)(v) & (vi)}

Sl. No.	Category of document	Title of the Document	Designation and address of the custodian (held by / under the Control of chom)
	<div>1. Government Order (Miscellaneous)</div> <div>2. Government Order (Routine)</div> <div>3. Memo.</div> <div>4. Letter</div> <div>5. U.O. Note</div> <div>6. Office Order (Miscellaneous)</div> <div>7. Office Order (Routine)</div> <div>8. Endorsement</div> <div>9. D.O. letter</div>		

CHAPTER 8

Arrangements for Consultation with, or Representation by, the
Members of the Public in relation to the Formulation of Policy or
Implementation thereof
{Section 4(1)(b)vii}

The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formation of its policy or implementation thereof;

There are no such arrangements which provide consultation/representation by the Members of the Public in relation to the formulation of its policy. However, this department is implementing projects on PPP mode as a part of its policy on Infrastructure development.

CHAPTER 9

**Boards, Councils, Committees and other Bodies constituted as
part of Public Authority
(Section 4(1)(b)(viii))**

Name of the Board:

- 1) Visakhapatnam Port Trust (VPT)
- 2) Rajiv Gandhi International Airport (RGIAL)
- 3) Gangavaram Port Company Ltd. (GPL)
- 4) Krishnapatnam Railway Company Ltd. (KRCL)
- 5) Andhra Pradesh Industrial Infrastructure Corporation Ltd.
(APIIC)
- 6) Infrastructure Corporation of A.P. (INCAP)
- 7) A.P. Gas Infrastructure Corporation (APGIC)

CHAPTER 10
Directory of Officers and Employees
{Section 4 (1)(b)(ix)}

INFRASTRUCTURE & INVESTMENT DEPARTMENT
Directory of officers/ employees of Infrastructure & Investment Department

Sl. No.	Name & Designation	Block Floor Room No	Telephone Numbers			Residential Address
			Office/Fax/Cellphone	EPABX 23450111	Residence	
1	Ajay Mishra Principal Secretary to Govt.	D Ground Floor	23450517 (O) 23450518 (F) 9848822299 (Cell)	2696	23416384	PJ-1, Govt. Officers' Quarters Panjagutta, Hyderabad-82
2	Vacant Special Secretary to Govt.	D Ground Floor	23451336 (O) 23451054 (F)			
3	Ch. Venkateswarlu Deputy Secretary to Govt.	D Ground 132-A	23450522 (O) 9866187534 (Cell)	2372	084-13202363	H.No.5-77, Sriramnagar Colony Manikonda (V) Rajendranagar, R.R. Dist. 500089
4	P Sreedhara Guptha Project Manager	D Ground Floor			24041045	
4	Sri S.V. Ramgopal Asst. Secretary to Govt.	D Ground Floor	9177020256 (Cell)			
5	V. Krishna Rao, Asst. Secretary to Govt.	D Ground Floor	9866321408 (Cell)	2568	27053759	20-59/2, St.No.21, Gautham Nagar, Malakjiri Hyderabad 500 047
6	Vacant Asst. Secretary to Govt.	D Ground Floor	9177000154 (Cell)			
7	Section Officers OP/Airports/Ports.I/Ports.II	D Ground Floor		2787		

CHAPTER 11
Monthly Remuneration received by Officers and Employees, including the
System of Compensation as provided in Regulations
{Section 4(1)(b)(x)}

Sl.No	Name & Designation	Gross Salary
1	Sri Ajay Mishra, I.A.S., Principal Secretary to Government.	Rs.1,24,390/-
2	(Vacant) Special Secretary to Government.	
3	Sri.Ch.Venkareswarlu, Deputy Secretary to Government	Rs.56,062/-
4	Sri.V.Krishna Rao, Assistant secretary to Government	Rs.61,772/-
5	Sri S.V. Ramgopal, Assistant Secretary to Government	Rs. 37,141/-
6.	(Vacant) Assistant Secretary to Government	
7	Smt.B.Vara Lakshmi. PS to Secretary	Rs.42,947/-
8.	Sri.K.Jaya Reddy, PS to Special Secretary.	Rs.51,176/-
9	Sri.N.V.Vishalakshmaiah Section Officer (OP)	Rs.26,664/-
10	Sri.Y.Mallesha Section Officer	Rs.39,509/-
11	Smt.K.Srilakshmi, Section Officer.	Rs.53,568/-
12	Smt.K.P.Lakshminarasamamba Section Officer.	Rs.34,663/-
13	Sri.G.Satish Babu A.S.O.(OP)	Rs.22,103/-
14	Sri.K.Satyanarayana A.S.O.	Rs.25,404/-
15	Sri.P.Lakshminarayana A.S.O.	Rs.18,939/-
16	Smt.V.Adilakshmi A.S.O.	Rs.20,288/-
17	Sri.V.Balasubrahmanyam Yadav A.S.O.	Rs.20,845/-
18	Sri.V.Umamaheswara Rao A.S.O.	Rs.29,288/-
19	Smt.P.Rajeswari, Spl.Category Steno	Rs.34,105/-
20	Smt.A.Anasuya Devi Spl Category Steno	Rs.24,944/-
21	Sri.S.Murali Krishna Spl Category Steno	Rs.27,039/-
22	Sri.T.Rambabu, Office Subordinate	Rs.16,620/-
(SG.HW)		
24	Sri.B.Janardhan Helper	Rs.23,357/-
25	Sri.Ch.Siddi Ramulu Helper.	Rs.24,022/-
26	Sri.M.Lakshman Rao Senior Technician.	Rs.45,868/-
27	Sri.M.Narasimha Rao	Rs.19,730/-

	Technician Cum Accountant.	
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CHAPTER 12
Budget Allocated to Each Agency including Plans etc.
{Section 4(1)(b)xi}

The budget allocated to each of its agency, indicating the particulars of all plans of Infrastructure & Investment Department,

(Rs. in lakhs)

Sl.No.	Name of the Secretariat Department/ Head of Department	PLAN	NON-PLAN	TOTAL
		Budget Estimate 2011-12	Budget Estimate 2011-12	Total Plan & Non-plan 2011-12
1	Infrastructure & Investment Dept. (Secretariat)	0.00	247.41	247.41
2	Infrastructure Corporation of A.P. (INCAP)	200.00	0.00	200.00
3	AP Infrastructure Authority (APIA)	100.00	0.00	100.00
4	Director of Ports (DOP)	4500.00	1573.98	6073.98
5	Air Ports	5400.00	27.10	5427.10
6	AP Aviation Corporation Ltd. (APACL)	1500.00	794.78	2294.78
	Total	11700.00	2643.27	14343.27

CHAPTER 13
Manner of Execution of Subsidy Programmes
{Section 4(1)(b)xii}

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

No subsidy programmes are being implemented by this department.

CHAPTER 14
Particulars of Recipients of Concessions, Permits or
Authorization Granted by the Public authority
{Section 4(1)(b)(xiii)}

Particulars of recipients of concessions, permits or authorizations granted by it;

- Nil -

CHAPTER 15
Information Available in Electronic Form
{Section 4(1)(b)(xiv)}

Details in respect of the information, available to or held by it, reduced in an electronic form;

The Departmental information is available in the following website:-
www.aponline.gov.in

CHAPTER 16
Particulars of Facilities available to Citizens for Obtaining
Information
{Section 4(1)(b)(xv)}

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

There is no separate Library facility for Secretariat Departments including Infrastructure & Investment Department. There is Central Library in Secretariat. The Law and Planning departments have separate Libraries which maintain the Acts and Rules of all the Departments and are commonly used by other departments.

Chapter 17
Names, Designations and other Particulars of Public Information
officers
{Section 4 (1)(b)(xvi)}

Information on State Public Information Officers in Infrastructure &
Investment Department AP Secretariat.

Sl.No.	Name & Designation	Designated as	Telephone Nos.
1.	Sri Ajay Mishra, IAS Principal Secretary to Government	Appellate Authority	23450517 23450518 (Fax)
2.	Sri Ch.Venkateswarlu Deputy Secretary to Government	State Public Information Officer	23450522 9866187534
3.	Sri V. Krishna Rao, Assistant Secretary to Government	Assistant Public Information Officer	9177020256

Address:

Infrastructure & Investment Department,
D-Block, Ground Floor,
A.P. Secretariat,
Hyderabad 500 022.
Andhra Pradesh.

Other Useful Information
(Section 4 (1)(b) (xvii)

**Such other information as may be prescribed and thereafter update these
publications every year**

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